

Appendix XI. Inspection Forms

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CITY OF SAN DIEGO

STORM WATER COMPLIANCE INSPECTION FOR EXISTING DEVELOPMENT



Inspector Name _____ Date ____/____/____ Time ____ AM / PM

Type of Inspection: **Result:** ☐ Full Inspection ☐ Could not Contact ☐ Inactive ☐ Mobile ☐ Not Inventoried
☐ Routine ☐ Complaint Inv ☐ Moved, Replaced by _____ ☐ Moved, Vacant
☐ Routine Prop ☐ FY Dup ☐ Duplicate of: _____ ☐ Out of Jurisdiction

A. CONTACT INFORMATION

Site Name:* _____

Street Address: _____

Responsible Person: _____

Title: _____

Contact Telephone #: (____) _____ - _____ ext. _____

Person Present: _____

* If change in site info, include old name/address here:

Old Name: _____

Old Addr: _____

Property Manager Info ☐ Unknown ☐ Verified

Mgmt Company: _____

Add'l Watershed APNs: _____

Corres E-Mail: _____

Official E-Mail: _____

Primary APN: _____ ☐ Verified

Mail Addr: _____
_____ ☐ Verified

Shrd Areas: ☐ Prop Mgmt/Own ☐ Other Tenants ☐ None

Home based? ☐ Yes ☐ No

B. FACILITY/SITE INFORMATION Status Update: ☐ Mvd/Out of Bus ☐ Dupl ☐ Not Inv ☐ Out of Juris: _____

Principal activity: _____

SIC Code(s): _____

☐ Industrial ☐ Commercial ☐ Property ☐ Municipal

Bus Cert: ☐ Not Avail ☐ Verified # _____ Exp. ____/____/____ **WDID/NEC ID#** _____

Pollutant Sources: ☐ Sed ☐ Nut ☐ Al ☐ Fe ☐ Hvy Met ☐ Organics ☐ Trsh/Debris ☐ Oxy Dem ☐ O&G ☐ Bact/Vir ☐ Pest ☐ pH

Verified sewer: _____ ☐ Verified

C. BMP ASSESSMENT

BMPs	N/A	Adequate	Not Adequate	ink	Comments
C.1 Discharge Control					
BMP 1 : Eliminate illicit connections to the MS4.					
BMP 2 : Eliminate illicit non-storm water discharges.					
BMP 3 : Properly dispose of process and wash water.					
BMP 4b : Eliminate the discharge of vehicle and equipment wash water.					
BMP 5 : Properly dispose of water from fire sprinkler maintenance activities.					
BMP 6 : Eliminate irrigation runoff.					
BMP 7 : Eliminate nursery irrigation discharges.					
BMP 8 : Properly dispose of discharges from swimming pools, spas, fountains, reflective pools, ponds, and filter backwash.					

☐ Discont'd/cleaned during insp ☐ Add'l BMPs req'd for permanent abatement

BMPs	N/A	Adequate	Not Adequate	Unk	Comments
BMP 9 : Control air conditioning condensation discharges.					
BMP 10 : Eliminate pumped groundwater, foundation and footing drain discharges.					
BMP 11 : Eliminate floor mat cleaning discharges.					
BMP 12 : Minimize rising groundwater, diverted stream flows, uncontaminated groundwater infiltration, springs, riparian habitat/wetland flows, potable water sources, and foundation/ footing drain discharges.					
BMP 13 : Regularly clean and maintain structural BMPs and LID installations to ensure proper performance.					
C.2 Erosion and Sediment Control					
BMP 14 : Protect unpaved areas, including landscaping, from erosion using vegetation or physical stabilization.					
C.3 Good Housekeeping					
BMP 15 : Regularly clean parking lots.					
BMP 16 : Keep storm drain inlets and under drains free of sediment, trash, & debris.					
BMP 17: Implement good housekeeping to keep site free of trash and debris.					
C.4 Material Storage and Handling					
BMP 18 : Provide and maintain secondary containment to catch spills when storing potential liquid pollutants in outdoor areas.					
BMP 19 : Properly store and dispose of hazardous substances.					
					Waste Hauler: _____
BMP 20 : Cover, contain, and/or elevate materials stored outside that may become a source of pollutants in storm water or non-storm water.					
BMP 21: Label containers to prevent mishandling of hazardous materials and other potential pollutants.					
C.5 Pesticide and Fertilizer Management					
BMP 22: Properly manage pesticides and fertilizers.					
C.6 Outdoor Work Areas					
BMP 23 : Develop a written plan that identifies appropriate BMPs, including spill response, and includes procedures for proper implementation.					
BMP 24 : Implement controls to prevent pollution from exposed outdoor work areas.					

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BMPs	N/A	Adequate	Not Adequate	Unk	Comments
C.7 Spill Prevention and Response					
BMP 25 : Prevent or capture liquid leaks from vehicles and equipment.					
BMP 26 : Maintain a readily accessible spill cleanup kit that is appropriate for the type of material stored.					
BMP 27 : Drain fluids from inoperable vehicles and store or dispose of appropriately.					
BMP 28 : Immediately clean up spills.					
BMP 29 : Temporarily protect storm drains from non-storm water discharges while conducting activities that have the potential to result in a discharge.					
C.8 Waste Management					
BMP 30 : Provide pollution prevention signage for storm drains.					
BMP 31 : Implement a pollution prevention system for uncovered outdoor sources of pollutants.					
BMP 32 : Train appropriate employees on storm water pollution prevention.					
BMP 33 : Keep trash/waste storage areas free of exposed trash, sediment, and debris.					
BMP 34 : Properly store and dispose of green waste.					
BMP 35 : Manage animal waste and animal washing in a manner that prevents transport of wastes and wash water off-site.					
BMP 36 : Protect waste storage areas from contact with storm water and non-storm water flows on to the property.					
BMP 37 : Cooking oil waste shall be managed to prevent illicit discharges.					
C.9 Add'l Req'd Actions:					
D. SUMMARY Follow-Up Priority: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> None Edu Materials Dist: <input type="checkbox"/> BMP <input type="checkbox"/> IGP <input type="checkbox"/> NONE Storm Water Knowledge Level (1-5) <input type="checkbox"/>					<input type="checkbox"/> Unverified Sewer Drain
<input type="checkbox"/> AOCs corrected prior to report finalization <input type="checkbox"/> Think Blue Hotline Called					<input type="checkbox"/> County Hazmat Referral # _____
E. AREAS OF CONCERN					
<input type="checkbox"/> Business-specific Areas of Concern			<input type="checkbox"/> Property Owner-specific Areas of Concern		



CITY OF SAN DIEGO

STORM WATER COMPLIANCE INSPECTION FOR MUNICIPAL FACILITIES



Inspector Name _____ Date ____ / ____ / ____ Time ____ AM / PM
Telephone #: (____) _____ - _____ ext. _____ ☐ First Inspection ☐ Second Inspection

FACILITY/SITE INFORMATION

Facility Name: _____
Facility Address: _____ Zip Code _____

BMP ASSESSMENT

BMP (Minimum BMP Number)	N/A	Adequate	Not Adequate	Comments	Date Resolved
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General

Implement good housekeeping to keep site free of trash and debris (17)					
Regularly clean parking lots (15)					
Immediately clean up spills (28)					
Keep storm drain inlets and under drains free of sediment, trash, & debris (16)					
Provide pollution prevention signage for storm drains (30)					
Implement a pollution prevention system for uncovered outdoor sources of pollutants (31)					
Properly dispose of process and wash water (3)					
Eliminate floor mat cleaning discharges (11)					
Properly dispose of water from fire sprinkler maintenance activities (5)					

Landscaping

Protect unpaved areas, including landscaping, from erosion using vegetation or physical stabilization (14)					
Eliminate irrigation runoff (6)					
Eliminate nursery irrigation discharges (7)					
Properly store and dispose of green waste (34)					
Properly manage pesticides and fertilizers (22)					

Materials and Wastes

Protect waste storage areas from contact with storm water and non-storm water flows on to the property (36)					
Keep trash/waste storage areas free of exposed trash, sediment, and debris (33)					
Cooking oil waste shall be managed to prevent illegal discharges (37)					
Cover, contain, and/or elevate materials stored outside that may become a source of storm water pollutants (20)					

BMP (Minimum BMP Number)	N/A	Adequate	Not Adequate	Comments	Date Resolved
Label containers to prevent mishandling of hazardous materials and other potential pollutants (21)					
Provide and maintain secondary containment to catch spills when storing potential liquid pollutants in outdoor areas (18)					
Properly store and dispose of hazardous substances (19)					
Maintain a readily accessible spill cleanup kit that is appropriate for the type of material stored (26)					
Properly dispose of discharges from swimming pools, spas, fountains, reflective pools, ponds, and filter backwash. (8)					
Manage animal waste and animal washing in a manner that prevents transport of waste and wash water off-site (35)					
Equipment, Vehicles, and Outdoor Activities					
Implement controls to prevent pollution from exposed outdoor work areas (24)					
Prevent or capture liquid leaks from vehicles and equipment (25)					
Drain fluids from inoperable vehicles and store or dispose of properly (27)					
Temporarily protect storm drains while conducting activities with the potential to result in a discharge (29)					
Eliminate the discharge of vehicle and equipment wash water (4b)					
Other					
Control air conditioning condensation discharges (9)					
Eliminate pumped groundwater, foundation, and footing drain discharges (10)					
Minimize flows from groundwater, diverted streams, springs, etc. that are a source of pollutants (12)					
Eliminate illicit connections to the storm drain system (1)					
Eliminate illicit non-storm water discharges (2)					
Regularly clean and maintain structural BMPs and LID installations to ensure proper performance (13)					
Train appropriate employees on storm water pollution prevention (32)					
Develop a written plan identifying appropriate BMPs & spill response procedures (23)					
Any BMPs determined to be "Not Adequate" must be resolved within 30 days, or a rationale must be provided:					

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SPECIAL EVENTS STORM WATER SITE COMPLIANCE INSPECTION CHECKLIST

I. Inspection Information

Special Event Category_____	Person Inspecting:_____
Date/Time of Inspection_____	Phone Number:_____

II. Special Event Information

NAME OF SPECIAL EVENT	
EVENT ADDRESS	ZIP CODE
EVENT HOST/COORDINATOR	PHONE

III. General Site Conditions and Storm Water Best Management Practices Review

		Yes	No	N/A	(If "No") Resolution
General	Does event have BMPs in place?				
	Is event reasonably clean and free of litter and debris?				
	Are enough trash cans provided for event?				
	Are storm drain inlets protected?				
	Is there storm water signage at applicable locations?				
Trash storage areas	Is area reasonably clean and uncluttered?				
	Are trash cans and garbage bins being disposed of needed?				
Spill Kits	Spill containment and cleanup kits readily available at designated spots?				
	Is there evidence of discharges, spills, and or leaks in any areas?				
End of Event	Was area left clean?				
	Were all BMPs, signage and chalk removed from site?				
	Are the storm drains clean of debris?				

IV. Reporting Pollutant Discharges

NOTE: If a spill is observed, and the spill entered the storm drain system, please report the discharge to the City's Storm Water Hotline: (619) 235-1000.